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MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT: Reports by Security Officers to Director of Security

1. To enable the Director of Security to perform more adequately his functions and responsibility for the general security of the Agency, it is believed that he should have the advantage of regular monthly reports from the Security Officers assigned to the various missions and field installations.

2. It is suggested that you request the various Senior Representatives and Chiefs of Mission to have their regularly assigned Security Officers submit to the Director of Security, a monthly narrative memorandum report of their activities and of such security problems as might confront them. For the purpose of uniformity, and the determination of security status at regular intervals, it is suggested that these reports be submitted at the end of each month by the Security Officers directly to the Director of Security, to reach him not later than the tenth of the month following the month covered by the report.

ID/SO/DBW:ds (5/28/53)

WALTER REID WOLF  
Deputy Director  
(Administration)

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